

# JOB APPLICATION FORM

(Please complete only the sections relevant to applicant)

Photo

POSITION APPLIED FOR .....

SECTION

(Section should be filled according to the advertisement – Ex : Research Scientist (RS)– Food Technology Section)

## 01. Personal Details

Name in Full Rev./ Mr./Mrs./Miss		
Name with initials		
Date of Birth		Age :
Gender		
National Identity Card No		
Civil Status		
Whether Citizen of Sri Lanka or not		
Schools Attended		
Permanent Address		
Contact Numbers		
E-mail		

## 02. Educational Qualifications (Please attach copy of certificates)

2.1 G.C.E. (O/L) Examination in ..... under the index number .....

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

2.2 G.C.E. (A/L) Examination in ..... Under the index number .....

Stream .....

<i>Subject</i>	<i>Grade</i>

**2.3 Degree/ Equivalent**

<i>Degree</i>	<i>Field</i>	<i>Name of Institution</i>	<i>Class/Grade obtained</i>	<i>Date of Award</i>	<i>Duration (3 or 4 Years)</i>

Remarks:.....

**2.4 Post Graduate Degree/ Equivalent**

<i>Degree</i>	<i>Field</i>	<i>Name of Institution</i>	<i>Class/Grade obtained</i>	<i>Date of Award</i>	<i>Duration (1 or 2 Years)</i>

Remarks:.....

**2.5 Advanced Diploma/ Diploma Level Qualifications (Including Computer, Language etc.)**

<i>Advance Diploma/ Diploma etc.</i>	<i>Field</i>	<i>Name of Institution</i>	<i>Class/Grade obtained</i>	<i>Date of Award</i>	<i>Duration (1 or 2 Years)</i>

Remarks:.....

**2.6 Certificate Level Qualification (Including Computer, Language etc.)**

<i>Certificate</i>	<i>Field</i>	<i>Name of Institution</i>	<i>Class obtained</i>	<i>Date of Award</i>	<i>Duration (No of months)</i>

Remarks :.....

**3. Professional Qualifications (Please attach copy of certificates)**

Description of qualification	Institute	Year/ Duration

Remarks:.....

**4. Working Experience (Please attach copy of certificates)**

Employer/Institution	Designation	From - To	Reason for leaving	Number of Years

Remarks:.....

**5. Extra Curricular Activities**

Activities	Name of Institution	Certificate obtained	Dates

Remarks:.....

**6. Research , Laboratories, Business Development, Project Involvements / Experience**

Institute	Detail of subject	Year/ Duration

**7. Other Special Achievements (Including Leadership, Managerial etc. )**

Achievement	Institute	Year/ Duration

8. **Publications , patent & Awards**  
Please use separate sheet and attach

9. **Any further relevant particulars (Not included above)**

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.....  
.....  
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10. **Two Non Related Referees**

Name	Address	Contact No

I hereby certify that the above particulars furnished by me are true and accurate to the best of my Knowledge.

.....  
Signature of Applicant

.....  
Date

**Recommendation of the Head of the Institution**

( If employed in Government Departments/ State Corporations/ Statutory Boards should send in their applications through the respective heads of their Establishments. An advance copy of the application may be sent direct.)

I recommended and forwarded herewith the application of .....  
for the above post and agree/ do not agree to release him/ her in case selected to the post applied for.

.....  
Date

.....  
Head of the Institution (Official Stamp)

**Notes:**

1. The following documents should be annexed to the application (Photo Copies only) (non –returnable) of  
I. Copy of the National ID card

- II. Certificate of Birth
- III. Certificates of educational and professional qualifications.
- IV. Any other testimonials obtained in support of your application.

- 2. Originals of certificates should not be forwarded along with the application but they should be produced for examination only if summoned for interview.
- 3. If given space is not sufficient in above sections, please use separate sheets and attach.

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***For office use only***

<i>Post applied</i>	<i>Section / Lab</i>	<i>Basic qualification fulfilled</i>	<i>Basic qualification not fulfilled</i>	<i>HR Remarks</i>

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Checked by

.....  
Certified by

Kaspk/ab  
11072018